

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT**

**Arizona State Office**  
222 N. Central Avenue  
Phoenix, Arizona 85004  
www.az.blm.gov

**In Reply Refer to:**  
1270-2 (AZ-954.54) P

EMS TRANSMISSION: 07/23/03  
Instruction Memorandum No. AZ-2003-025  
Expires: 9/30/2004

July 22, 2003

To: All Field Managers

From: Deputy State Director, Business & Support Services

Subject: Cost Recovery Study

**DD: 07/30/2003**

**Purpose:** To gather information to respond to Washington Office (WO) Instruction Memorandum (IM) No. 2003-220.

**Background:** The WO is planning to conduct a survey of actual costs charged to customers for the various services and products sold through the BLM Information Access Centers (IACs). Based on the information provided in response to this IM, certain offices will be asked to participate in the actual cost survey to be conducted at a later date. The goal is to include in the survey a broad range of both common services and products unique to specific offices.

**Policy/Action:** Each Field Office is required to provide a complete and current list of services and products sold through the IAC and the specific equipment used to produce those products. Using the attached Word table, please list the requested information for your office and provide a contact name and phone number in case there are any questions.

**Time Frame:** The WO due date is August 4, 2003, and ASO must submit a consolidated response by that date. Completed forms must be submitted to the ASO (AZ-954.54) by July 30, 2003, in order to consolidate the lists and meet the deadline.

**Manual/Handbook Sections Affected:** Manual 1270-2 - Cost Recovery; Manual 1271 - BLM Information Access Centers.

**Contact:** Toni Klimek, State Records Administrator (AZ-954.54) at (602) 417-9364.

Signed by: Lonna M. O'Neal  
DSD Business & Support Services

Authenticated by: Christa Moser  
Clerical Staff

Attachment:

1 - List of Services & Products Sold in IAC. (1 p.)